

**Federal Fiscal Year (FFY) 2018
U.S. DHS/FEMA Emergency Management Performance Grant (EMPG)
Massachusetts Emergency Management Agency (MEMA)**

Notice of Funding Opportunity (NOFO)

Table of Contents

Section	Pages
Funding Availability	2
Overview and Purpose of the EMPG	2
Application Deadline and Submission Process	2
Anticipated Timeline	3
Grant Application Briefings	4
Project Guidance	5-8
Changes to FEMA's AEL (NEW!)	6
Regional (Multi-Community) Applications	9
Grant Special Conditions	9
Federal Procurement Standards	10
Interoperable Communications Investment Proposal (ICIP) Form	11-14
'SCIP' Goals	15-16
FEMA EHP Requirements and MEMA EHP Guidance	17-19
2018 EMPG Eligible Award Amounts	20-22
2018 EMPG Application Template	23-26
Application Submission Checklist	27

Funding Availability

Through this Notice of Funding Opportunity (NOFO), the Massachusetts Emergency Management Agency (MEMA) will be accepting applications from municipalities and Federally-recognized Tribes with local emergency management departments for FFY 2018 Emergency Management Performance Grant (EMPG) funding.

Funding for this NOFO comes from the FFY 2018 EMPG award to MEMA (Federal Award ID# DHS-18-GPD-042-01-01; Total Federal Award Amount \$6,997,830; Federal Period of Performance; 10/1/17 - 9/30/19; CFDA # 97.042).

MEMA has allocated \$1.9M for pass-through grants to Towns, Cities and Federally-recognized Tribes. Funding for each Community/Tribe has been allocated based on the distribution formula found on pages 20-22.

Overview and Purpose of the EMPG

The EMPG provides funds to assist local and tribal governments with emergency management departments in preparing for all hazards and to obtain the resources required to support FEMA's [National Preparedness Goal's](#) Mission Areas and Core Capabilities.

Funds may be used to support local and/or regional emergency management activities in the following cost categories: Planning, Organizational (all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management), Equipment, Training, and Exercises.

The Project Guidance section on pgs 5-8 defines these cost categories and provides guidance on allowable activities and key information that should be reviewed when developing project narratives and budgets.

Application Deadline and Submission Process

Completed Application Templates - along with other applicable documents (e.g., ICIP, EHP Screening Forms) - must be submitted via email to your respective MEMA Regional Office no later than **9/14/18**.

MEMA Region I: MEMARegion1Grants@state.ma.us
MEMA Region II: MEMARegion2Grants@state.ma.us
MEMA Regions III and IV: MEMARegions3and4Grants@state.ma.us

The email addresses above are used for application submittal only.

Once you have submitted your application to the email address above, you should receive a confirmation receipt within two business days. If you do not receive confirmation within two business days, please contact your Regional Office to confirm receipt of the application.

Anticipated Timeline

To assist communities with overall planning, the following timeline identifies the key steps and dates:

DATE	TASK
On or about 7/20/18	The 2018 EMPG NOFO will be posted on MEMA's website
See section below	Grant Application Briefings will be held; dates and locations are listed below
September 14, 2018	Completed Application Templates are due to MEMA. Applications (and as applicable, EHP Screening Form, ICIP forms) must be e-mailed to the respective Regional office
September - October	All applications will be reviewed
October 15, 2018	<u>Anticipated</u> contract start date for approved applications (the actual start date may be before or after this date); MEMA cannot provide 2018 EMPG contracts until we have received our 2018 EMPG award from FEMA
September 30, 2019	Contract end date

Grant Application Briefings

MEMA will conduct grant application briefings to address questions applicants may have. Attendance at these briefings is optional, but strongly encouraged. It is recommended that program and fiscal points of contact attend a briefing. These briefing sessions will be used to review this NOFO; highlight what is needed to submit a complete application; and answer questions on allowable costs and activities. The sessions will be held as follows:

	Date	Time	Location
MEMA Region I	8/14/18	10am-12noon	MEMA Region 1; 365 East St Tewksbury, MA
MEMA Region II	8/22/18	10am-12noon	Harborview Conference Room; 3195 Main St Barnstable, MA
MEMA Region II	8/22/18	6pm-8pm	Middleboro Public Library; 102 North Main St Middleboro, MA
MEMA Region II	8/23/18	10am-12noon	Canton Public Library; 786 Washington St Canton, MA
MEMA Region III	8/7/18	10am-12noon	Great Barrington FD; 37 State Rd Great Barrington, MA
MEMA Region III	8/7/18	1pm-3pm	Lanesboro FD; 180 South Main St Lanesboro, MA
MEMA Region III	8/15/18	1pm-3pm	Hadley FD; 15 East St Hadley, MA
MEMA Region III	8/15/18	6pm-8pm	Deerfield Town Hall; 8 Conway St South Deerfield, MA
MEMA Region IV	8/8/18	10am-12noon	Worcester EMA; 2 Coppage Rd Worcester MA
MEMA Region IV	8/9/18	10am-12noon	MEMA Region 3-4; 1002 Suffield St Agawam, MA
MEMA Region IV	8/9/18	6pm-8pm	MEMA Region 3-4; 1002 Suffield St Agawam, MA
MEMA Headquarters	9/4/18	10am-12noon	MEMA HQ; 400 Worcester Rd Framingham, MA

If you are unable to attend a briefing and have questions, please contact your MEMA Regional Office or Paula Krumsiek (508.820.1424, paula.krumsiek@mass.gov)

Project Guidance

This is a reimbursement-based grant program that requires a local match of either cash expenditures or in-kind services equal to the value of the award.

The information included here does not provide complete details of the EMPG, its allowable and unallowable activities, equipment or costs. It is presented as an overview for sub-recipient planning and administrative purposes. The applicant should become familiar with the Federal (see [FFY 2018 EMPG Program](#)) and State guidance for the EMPG.

The following ‘cost categories’ are allowable under the EMPG: Planning; Organizational; Equipment; Trainings; and Exercises.

Planning

Sub-recipients may use EMPG funds for a range of planning activities including hiring contractors to assess and/or develop emergency management plans. EMPG funds may also be used towards Backfill/Overtime costs (for eligible first responders) that conduct emergency management planning activities. (Please note that copies of a formal scope of work and/or contract will be required for reimbursement requests).

Organizational

EMPG funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management. (Please note that copies of a formal scope of work and/or contract will be required for reimbursement requests).

Equipment

To assist communities, MEMA has developed a document that identifies EMPG-allowable equipment. As the MEMA-developed list is NOT the official FEMA Authorized Equipment List, it is recommended that applicants review FEMA’s AEL to verify items are allowable under the EMPG and that the item’s proposed use aligns with the AEL’s [Description](#) and [Grant Notes](#) sections. If an equipment item is allowable under the EMPG, but identified as “not for routine use”, please provide details within your application template on how the item(s) would be used for emergency management specific activities.

MEMA’s EMPG-allowable list of equipment may be found on our website: <https://www.mass.gov/service-details/learn-about-the-emergency-management-performance-grant-empg>

The FEMA AEL can be found on FEMA’s website here: <https://www.fema.gov/authorized-equipment-list>

In your application budget table, please identify whether equipment will be fixed or portable. If fixed, please identify where the item is to be installed. Items that need installation may require completion of a FEMA EHP Screening Memo.

Changes to FEMA's AEL

As a change, and per FEMA, the following items are now eligible under the EMPG:

- Variable message boards/Signs
- Medical rapid response kits
- Animal shelter items
- Portable lighting
- Emergency Shelter Items:
 - Cots
 - Commodes
 - Urinals
 - Bedpans
 - Canes
 - Crutches
 - Wheelchairs
 - Walkers
 - Patient Lift
 - Handheld Shower
 - Comfort Kits

Training

EMPG funds may be used for a range of emergency management-related training activities. Allowable training-related costs include back-fill/overtime (BF/OT) (for eligible first responders) and instructor costs.

A reimbursement request for an overtime expense may not be for more than the actual time spent in the training or exercise, but may include additional overtime as required by the applicable collective bargaining agreement (CBA). When applicable, this should be stated in the Reimbursement Request form.

CBA information (or similar documentation) related to backfill/overtime reimbursement requests must be maintained by the sub-recipient, but does not need to be submitted to MEMA with the reimbursement request.

Exercises

EMPG funds may be used to design, develop, conduct, and evaluate emergency management related exercises. Exercises must be consistent with HSEEP. An AAR must be submitted with the reimbursement request. Allowable exercise-related costs include:

- Costs of Designing, Developing, Conducting and Evaluating an Exercise
- Hiring of Full or Part-Time Staff or Contractors/Consultants
- Overtime and Backfill (for eligible first responders)
- Supplies

Management and Administrative

These are activities that are specifically associated with the management and administration of the grant program (e.g., development of reimbursement requests, and development of close-out reports). **These costs may not exceed 5% of your requested funding amount.** Back-up documentation (see MEMA's Reimbursement Request Policy) is required to provide reimbursement of M&A costs.

Construction and Renovation Activities

These type of projects are limited to the community's principal EOC. In addition to a FEMA EHP Screening Memo, applicants proposing this type of work may also need to submit a FEMA EOC Investment Justification template. MEMA will notify applicants whether this additional template is needed.

Service Costs

For monthly reoccurring service costs (e.g., Reverse 911), MEMA will only reimburse for costs incurred during the sub-recipient's contract period. A sub-recipient's contract period may not necessarily align with a sub-recipient's intended service period. In MEMA grant applications, we provide an anticipated contract start date and an identified contract end date. The anticipated start date is provided for planning purposes; the actual start date may be after this date. The identified contract end date would not change.

As an example: Town A has a Reverse 911 contract with service dates of January 1, 2019-December 31, 2019 for a cost of \$6,000. Town A has a 2018 EMPG contract with a start date of January 1, 2019 and an end date of September 30, 21019. MEMA would provide reimbursement up to \$4,500 (the pro-rated cost of the service is \$500/month, and the MEMA contract is for nine months. $(\$500)(9) = \$4,500$)

Travel Costs

Please refer to MEMA's Travel Expenses Reimbursement Guidance.

Maintenance Costs

Please refer to FEMA's Informational Bulletin #336 Maintenance Costs and FEMA's May 2013 policy Maintenance Contracts and Warranty Coverage funded by Preparedness Grants for information on what is allowable.

Food and Catering Costs

Please refer to the MEMA Catering Costs Guidance and FEMA's Concerns Regarding Catering Costs memorandum for information on what is allowable.

Personal Identifiers

Sub-recipients should review documents that are submitted to MEMA to ensure all personal identifiers (e.g., residential street address, Social Security Number, etc.) are removed or redacted.

Indirect Costs

If you are proposing to charge indirect costs, please provide a copy of your current and approved indirect cost rate. In addition, a completed Certification of Indirect Costs form will be required (if needed, this form can be provided by MEMA).

Unallowable Costs/Activities:

- Weapons and ammunition
- Hiring of first responders (except as allowed under Organizational Costs)
- Supplanting
- Dual Compensation

Interoperable Communications Investment Proposal (ICIP) Form Requirement

Any proposal that includes an interoperable communications component (such as the purchase or modification of radios) must complete an ICIP Form (pages 11-14).

If an ICIP form is required, MEMA will not provide a finalized contract until the form has been submitted to MEMA and it has received approval from the Statewide Interoperability Coordinator (SWIC).

For radio proposals, please note whether the model(s) has an Advanced Encryption Standard (AES) or non-standard encryption. Radios with non-standard encryption must either have this removed or add standard encryption. In addition, a vendor price quote (that includes the radio's make and model) must be included with your ICIP.

Regional (Multi-Community) Applications

MEMA will accept regional (i.e., more than one jurisdiction) applications for 2018 EMPG funding. Please review the following to determine eligibility and what to submit:

- The proposed regional project must have a clear and direct benefit to each jurisdiction that is contributing 2018 EMPG funds towards the project. This detail must be provided in the application.
- Only one application is needed for regional projects, and the jurisdiction submitting the application will become the sub-recipient of these grant funds. As such, they are responsible for management of the grant funds which includes providing a match equal to the award amount.
- Each jurisdiction that is contributing funds towards the project - along with the amount of grant funds they are contributing - must be identified in the application
- Jurisdictions that choose to contribute grant funds towards a regional project must submit an email to their respective MEMA Regional office stating that they: 1) support the project, and 2) identify the amount of funds that they will contribute towards the project. This email should come from the jurisdiction's EMD.

Grant Special Conditions

Once applications are approved, MEMA will send out contracts. The contract will incorporate all related state and federal special conditions which may be found on MEMA's website here:

<https://www.mass.gov/service-details/learn-about-the-emergency-management-performance-grant-empg>. Included with the contract will be a Contractor Authorized Signatory List (CASL) form, MEMA's Procurement Certification form, and for contracts of \$25,000 or more a Federal Funding Accountability and Transparency Act Compliance (FFATA) form.

Federal Procurement Standards

All sub-recipient spending under federal grant programs must comply with federal procurement standards described in [2 CFR 200.317 through 200.326](#)

Sub-recipients must follow their own documented procurement procedures which reflect applicable state, local, and tribal laws and regulations, provided that the procurements conform to applicable federal law.

Following federal requirements does not exempt a sub-recipient from state or local requirements. In some instances, state and/or local procurement requirements may be more stringent than the federal procurement regulations. Sub-recipients must ensure any actions taken satisfy both federal and state/local requirements.

Non-compliance with the applicable procurement regulations can result in unallowable costs and no reimbursement or the return of federal grant funds.

If an applicant does not have documented procurement procedures, MEMA will not provide a contract. If an applicant's procurement procedures are inadequate, MEMA will not provide a contract until appropriate revisions have been made to assure all expenditures will be made in compliance with the applicable federal, state, local, and tribal procurement requirements.

To ensure compliance with the federal procurement standards, all sub-recipients must submit a completed [MEMA Procurement Certification](#) form with its contract documents. The form must be completed by the person who manages and/or conducts procurement for the applicant as a whole (i.e., for Municipal programs, this form must be completed and signed by the person who manages and/or conducts procurement on behalf of the municipality).

Interoperable Communications Investment Proposal (ICIP)

If your project has an interoperable communications component, please complete the following form on pages 12-14. If an ICIP form is required, MEMA will not provide a finalized contract until the form has been submitted to MEMA and it has received approval from the Statewide Interoperability Coordinator (SWIC).

For radio proposals, please note whether the model(s) has an Advanced Encryption Standard (AES) or non-standard encryption. Radios with non-standard encryption must either have this removed or add standard encryption. In addition, a vendor price quote (that includes the radio's make and model) must be included with your ICIP.

ICIP Overview

Interoperable communications projects improve the sharing of electronic information (voice, data, images, video), via radio, internet, microwave, computers, fiber optics. Interoperable Communications projects may include the purchase or modifications of radios, transmission towers and other communications related equipment. Interoperability projects may also include efforts related to communications training and exercises, education and outreach, programming radios, development of Standard Operating Procedures.

When completing the ICIP form, applicants should provide a clear description of the 'Interoperability Problem'. **As an example:**

Problem: Although Mutual Aid Agreements are in place between the applicant and its four neighboring towns for public safety support during emergencies, the towns have no common radio frequencies or Standard Operating Procedures so, radio communications cannot occur amongst the disparate radios during an emergency.

Background Information / Investment Description: It was learned during a multiple alarm chemical fire that responders from the five mutual aid towns were unable to communicate directly with each other effectively. Subsequently, a consultant was hired to develop an interoperable communications plan that assessed the communications gaps and recommended solutions. This project seeks to implement the plan by replacing 30 incompatible portable radios, reprogramming all remaining (220 portable and 15 fixed) radios, conducting 3 training classes for the use of the equipment and the Standard Operating Procedures and conducting 1 table top exercise that will include all 5 towns that are included in the Mutual Aid Agreements.

Interoperable Communications Investment Proposal

Please complete all sections except for the shaded areas. Shaded areas will be completed by the SIEC and the Statewide Interoperability Coordinator (SWIC).

Date Received by the SWIC:		Control #		Proposed Federal Funding Source:		Proposed Federal Funding Amount: \$	
Committee Referred to:			Committee Chairperson:				
Investment Name:		Applicant Organization:			Applicant Signature:		
Investment Summary							
Statewide Communications Plan (SCIP) Goals addressed by this investment (please circle all that apply)				<input type="radio"/> Governance <input type="radio"/> SOP <input type="radio"/> Technology		<input type="radio"/> Training & Exercise <input type="radio"/> Usage	
Project Start Date:		Project End Date:		Is an Environmental & Historic Preservation (EHP) review required for this project?			
Applicant Contact Name:		Phone:		Email:		Address:	
Review Status					SIEC Member Signature		Date
Assigned to Committee							
Estimated Review Date							
Committee Recommendation to the Executive Management Committee		Approval	Denial	Amend			
Executive Management Committee Recommendation		Approval	Denial	Amend			
SIEC Recommendation		Approval	Denial	Amend			
Applicant notified of Recommendation							
Communications Interoperability Problem Description-							
Background Information / Detailed Investment Description-							

Expected Outcomes- Describe the communications interoperability gaps that will be addressed		
SCIP Goal- Identify each SCIP goal that this investment will support and describe how that support will be accomplished. See pgs 15-16 for a listing of SCIP goals.	Goal	Describe support
	Governance	
	SOP	
	Technology	
	Training & Exercise	
	Usage	
Ownership- Identify the proposed owners of all assets procured with this investment (add additional lines as needed)	Organization	Asset Description
Usage Plan- Describe the usage plan for the equipment / project		
Disciplines- <ul style="list-style-type: none"> Identify each responder discipline that will enhance its communications interoperability from this investment Describe the interoperability enhancement 	Discipline	Enhancement

Please use the following abbreviations to represent the corresponding discipline:	LE - Law Enforcement; EMS - Emergency Medical Services; EMA - Emergency Management Agency; FS - Fire Service; HZ – HAZMAT; PW - Public Works; PH - Public Health; GA – Governmental Administrative; PSC - Public Safety Communications; HC - Health Care; O-Other
<p>Multi-Jurisdictional Interoperability-</p> <p>All investments must provide interoperability between two or more jurisdictions.</p> <p>Identify each jurisdiction that will achieve interoperability from this investment.</p>	

Statewide Communications Interoperability Plan (SCIP) Goals

#		SCIP Goals
G1		Establish Governance
	G1.A	Recommend Executive Orders/Statutory/Regulatory Action (Complete)
	G1.B	Formalize Charter
	G1.C	Develop Office of the Coordinator
G2		Funding Governance
	G2.A	Develop Intake and Scoring mechanism
	G2.B	Allocate PSIC Grant Funding
	G2.C	Allocate Funds from Existing Grant Programs
	G2.D	Develop Strategy for Sustained Funding for each Project
	G2.E	Research and Apply for New Grant/Other Sources of Funds
G3		Project Governance
	G3.A	Develop Detailed Project Plans
	G3.B	Develop Detailed Project Cost Estimates
	G3.C	Maintain Project Budgets
	G3.D	Provide Quality Process Assurance
	G3.E	Adopt Standard Architecture
#		SCIP Goals
S1		Channel Planning
	S1.A	Collect and Verify Existing Channel Plans
	S1.B	Determine Channel Planning Gaps
	S1.C	Define and Standardize Channel Plan Template
S2		SOP Development
	S2.A	Collect and Verify Existing SOP's
	S2.B	Develop SOP Protocol Template
	S2.C	Create and Distribute the Tactical Channel Plan
	S2.D	Create SOPs for all Interoperability Channels in the Tactical Channel Plan
#		SCIP Goals
T1		Assess Technology
	T1.A	Develop NIMS-based Communication Requirements
	T1.B	Technology Assessment
T2		Infrastructure Technology
	T2.A	Develop Detailed Infrastructure Requirements
	T2.B	Develop Detailed Network Requirements
	T2.C	Perform 700-800 MHz Infrastructure Preparation
	T2.D	Develop 700-800 MHz RFPs
T3		Equipment Technology
	T3.A	Procure, Integrate, Deploy, and Verify Equipment
	T3.B	Provide Mobile or Portable Radios to Fill Interoperability Gaps
	T3.C	Procurement, Integration, and Test

T4		Information Sharing/Statewide Backbone
	T4.A	Develop Massachusetts Public Safety Enterprise Architecture
	T4.B	Capture Information-sharing Requirements
	T4.C	Develop Backbone Requirements
	T4.D	Plan/Integrate the Statewide Backbone
	T4.E	Develop an Implementation Plan
T5		Consolidation
	T5.A	Consolidated Dispatch Implementation Plan
	T5.B	Support for Ongoing Command Consolidation Implementation
	T5.C	Support for Ongoing Command Consolidation
T6		Innovation
	T6.A	Develop an innovation life cycle/pipe line and process
	T6.B	Develop innovative technologies
	T6.C	Execute Innovation Project
	T6.D	Develop Innovation White Paper
#		SCIP Goals
E1		Training
	E1.A	Develop Interoperability Training Template
	E1.B	COML, COM Tech, COM Coordinator training
	E1.C	SOP/Tactical Channel Plan Training
E1		Exercise
	E2.A	Implement HSEEP Process with Interoperability Planning
	E2.B	Integrate COML, COM Tech, COM Coordinator into Exercise & Evaluation
	E2.C	SOP/Tactical Channel Plan
	E2.D	Develop Interoperability Exercise Requirement
#		SCIP Goals
U1		Planned Events
	U1.A	
	U1.B	
U2		Localized Emergency Incidents
	U2.A	
	U2.B	
U3		Regional Incident Management
	U3.A	
	U3.B	
U4		Daily Usage
	U4.A	
	U4.B	

FEMA Environmental Planning and Historic Preservation (EHP) Requirements

All federal homeland security grant funding must comply with federal Environmental Planning and Historic Preservation (EHP) laws, executive orders, and regulations.

If your proposal requires completion of an EHP Form, MEMA will not provide a finalized contract until the form has been submitted to MEMA and it has received FEMA approval.

The following activities would **NOT** require completion of an **FEMA EHP Screening Form**:

- Planning;
- Personnel;
- Management and Administration;
- Classroom-Based Training;
- Seminars, Workshops, Table-Top, and Functional Exercises; and
- **With the exception of sonar devices, mobile and portable equipment (no installation)**

All other activities **DO** require completed **FEMA EHP Screening Forms**. These activities include:

- Physical Security Enhancements;
- Sonar devices;
- Installation of Generators;
- Field Training and Field Exercises;
- Modifications to or Renovations/Altering of Facilities;
- Construction;
- Communication Towers; Antenna Collocations; and
- Any Project that Directly or Indirectly Involves Ground-Disturbing Activity.

FEMA's EHP Screening Memo may be found on FEMA's website here (this form may be used for all FEMA grants): <https://www.fema.gov/media-library/assets/documents/30521>

To complete the FEMA EHP Screening Memo, you may use this document as a checklist to ensure all required information is provided.

1. **Include as much detail as necessary to ensure someone not personally familiar with the project is able to conduct an EHP review.**
2. **The FEMA EHP Screening Memo must be submitted - to MEMA - electronically in MS Word or a 'fillable pdf'.**
3. In **Section A** ('Project Information') of the EHP form, respond to the following fields only (MEMA will complete the rest of the form):
 - a. Sub-Grantee;
 - b. Sub-Grantee POC;
 - c. Sub-Grantee email;
 - d. Estimated Cost of Project;
 - e. Project Title;
 - f. Project Location; and
 - g. Project Description.
4. A **Project Description** is required. This can be brief, but **must be clear and comprehensive**. FEMA needs to know:
 - a. what is being done, to include items to be installed **and** their size dimensions;
 - b. where it will be done (this **must** include the street address; related longitude and latitude; **specific** install location(s) as applicable); and
 - c. how it will be done, to include **description and dimensions** of anticipated disturbance to building structure and/or ground as applicable.
 - d. For sonar devices, specify the frequency (in kHz) of the sonar. At a minimum, confirm/specify if the frequency is less than 200 kHz or more than 200 kHz. In addition, please identify the type of environment the device will be used in (e.g., fresh water pond).
5. Provide **vendor specifications sheet(s)** and/or **vendor product brochures** for the item(s) to be procured/installed.

6. Digital, color photographs **must** accompany the EHP Screening Memo. In general, we need photos of:
 - a. the **specific** install site(s);
 - b. Ground-level photos of the specific project site;
 - c. If a building 45 years old or older is involved, ground-level photos of all four sides of the building exterior must be submitted. **This is needed regardless of whether exterior work is being done;**
 - d. Aerial photo of the project site. **This is needed regardless of whether exterior work is being done;**
 - e. Photos must adequately depict install site(s). Photos should be edited to include arrows and/or text to show install site(s);
 - f. Photos must adequately correspond to the Project Description section **and** be titled to identify location(s).
7. Complete Section B (1-7) of the form **as applicable**.
8. Complete Section C (1-7) of the form **as applicable**.
9. Communication tower projects (see **Section C, #6**) may need FCC registration. See the FCC website below for additional information.
 - a. <http://wireless.fcc.gov/antenna/index.htm?job=home>
10. **Section D** ('Project Details') of the form **must** be completed as applicable.
11. Work done at or near a historical site may need separate and prior approval from the MA Historical Commission (MHC), which is done via a MHC Project Notification Form. Additional information may be found on the MHC website here: <http://www.sec.state.ma.us/mhc/mhcform/formidx.htm>
 - a. The application to MHC **and** the resulting MHC approval must be provided to MEMA as it will be needed by FEMA.

2018 EMPG Eligible Award Amounts

Tiers	Population	Award Amounts
1	0 – 999	\$2,220.00
2	1,000 – 7,999	\$2,460.00
3	8,000 – 9,999	\$2,650.00
4	10,000 – 14,999	\$3,000.00
5	15,000 – 19,999	\$4,175.00
6	20,000 – 24,999	\$4,650.00
7	25,000 – 29,000	\$6,100.00
8	30,000 – 34,999	\$8,000.00
9	35,000 – 39,999	\$8,900.00
10	40,000 – 49,999	\$13,760.00
11	50,000 – 59,000	\$18,960.00
12	60,000 – 99,999	\$20,460.00
13	100,000 – 149,999	\$32,188.00
14	150,000 and up	\$66,175.00

TIER – 1					\$2,220.00
Alford	Hancock	Monterey	Plainfield	Warwick	
Aquinnah	Hawley	Montgomery	Rowe	Washington	
Chilmark	Heath	Mt Washington	Sandisfield	Wendell	
Cummington	Leyden	New Ashford	Savoy	Windsor	
Florida	Middlefield	New Salem	Tolland		
Gosnold	Monroe	Peru	Tyringham		

TIER 2					\$2,460.00
Ashburnham	Conway	Hatfield	Oakham	Stockbridge	
Ashby	Dalton	Hinsdale	Orange	Stow	
Ashfield	Deerfield	Holland	Orleans	Sunderland	
Avon	Devens	Hopedale	Otis	Tisbury	
Barre	Dighton	Hubbardston	Paxton	Topsfield	
Becket	Dover	Huntington	Pelham	Truro	
Berkley	Dunstable	Lanesborough	Petersham	Upton	
Berlin	East Brookfield	Lee	Phillipston	Wales	
Bernardston	Eastham	Lenox	Plympton	Wampanoag Tribe of Aquinnah	
Blandford	Edgartown	Leverett	Princeton	Wampanoag Tribe of Mashpee	
Bolton	Egremont	Lincoln	Provincetown	Warren	
Boxborough	Erving	Manchester	Richmond	Wellfleet	
Boylston	Essex	Marion	Rochester	Wenham	
Brimfield	Gill	Mattapoissett	Rockport	West Boylston	
Brookfield	Goshen	Mendon	Rowley	West Bridgewater	
Buckland	Granby	Merrimac	Royalston	West Brookfield	
Carlisle	Granville	Millville	Russell	West Newbury	
Charlemont	Great Barrington	Nahant	Sheffield	West Stockbridge	
Chatham	Groveland	New Braintree	Shelburne	West Tisbury	
Cheshire	Hadley	New Marlborough	Sherborn	Westhampton	

Chester	Halifax	Newbury	Shirley	Westminster
Chesterfield	Hamilton	North Brookfield	Shutesbury	Whately
Clarksburg	Hampden	Northfield	Southampton	Williamsburg
Colrain	Hardwick	Oak Bluffs	Sterling	Williamstown
	Harvard			Worthington

TIER 3				\$2,650.00
Adams	Cohasset	Littleton	Plainville	Sutton
Ayer	Douglas	Middleton	Rutland	Templeton
Blackstone	Freetown	Millis	Salisbury	Townsend
Boxford	Georgetown	Monson	Southwick	Ware
Brewster	Lancaster	Montague	Sturbridge	

TIER 4				\$3,000.00
Acushnet	Groton	Leicester	North Adams	Swampscott
Athol	Hanover	Lunenburg	Norwell	Tyngsborough
Bedford	Hanson	Lynnfield	Oxford	Uxbridge
Belchertown	Harwich	Mashpee	Palmer	Wayland
Carver	Holbrook	Maynard	Pepperell	Weston
Charlton	Holliston	Medfield	Raynham	Whitman
Clinton	Hull	Medway	Rehoboth	Wilbraham
Dennis	Ipswich	Millbury	Seekonk	Winchendon
Dudley	Kingston	Nantucket	Southborough	Wrentham
East Bridgewater	Lakeville	Norfolk	Spencer	

TIER 5				\$4,175.00
Abington	Duxbury	Holden	Northbridge	Southbridge
Amesbury	East Longmeadow	Hopkinton	Norton	Sudbury
Ashland	Easthampton	Hudson	Pembroke	Swansea
Auburn	Fairhaven	Longmeadow	Rockland	Webster
Bellingham	Foxborough	Newburyport	Scituate	Westborough
Bourne	Grafton	North Reading	Sharon	Westport
Concord	Greenfield	Northborough	Somerset	Westwood
			South Hadley	Winthrop

TIER 6				\$4,650.00
Acton	Easton	Ludlow	Middleborough	Westford
Belmont	Gardner	Mansfield	Sandwich	Wilmington
Canton	Hingham	Marblehead	Stoneham	Winchester
			Wareham	Yarmouth

TIER 7				\$6,100.00
Agawam	Dedham	Milford	Northampton	Stoughton
Bridgewater	Gloucester	Milton	Norwood	Wakefield
Burlington	Marshfield	North Andover	Reading	Walpole
Danvers	Melrose	North Attleboro	Saugus	Wellesley
				West Springfield

TIER 8				\$8,000.00
Dartmouth	Falmouth	Lexington	Randolph	Watertown
Dracut	Franklin	Needham	Tewksbury	

TIER 9				\$8,900.00
Amherst	Braintree	Chelsea	Natick	Woburn
Andover	Chelmsford	Marlborough	Shrewsbury	

TIER 10				\$13,760.00
Arlington	Beverly	Fitchburg	Methuen	Salem
Attleborough	Billerica	Holyoke	Pittsfield	Westfield
Barnstable	Everett	Leominster		

TIER 11				\$18,960.00
Brookline	Medford	Plymouth	Taunton	Weymouth
Chicopee	Peabody	Revere		

TIER 12				\$20,460.00
Brockton	Framingham	Lawrence	Malden	Quincy
Fall River	Haverhill	Lynn	New Bedford	Somerville
			Newton	Waltham

TIER 13				\$32,188.00
Cambridge	Lowell			

TIER 14				\$66,175.00
Boston	Springfield	Worcester		

2018 EMPG Application Template

1. Entity Information:

Community/Tribe (*only one POC needed for regional (multi-community) applications*):

Project Point of Contact:

Title:

Email:

Phone Number:

REQUIRED - Community/Tribe DUNS Number:

Fiscal Point of Contact Name (*if different than above*):

Title:

Email:

Phone Number:

For Regional applications, please identify all communities contributing EMPG funds towards this proposal and the amount of EMPG funds each is contributing:

Jurisdictions that choose to contribute grant funds towards a regional project must submit an email to their respective MEMA Regional office stating that they: 1) support the project, and 2) identify the amount of funds that they will contribute towards the project. This email should come from the jurisdiction's EMD.

2. Project Description:

- a) Provide a description of your project, to include how the funds will be used and a description of the objectives:
- b) For regional projects, please include how the project has a direct benefit to each community involved:
- c) Identify the gap and/or capability you are seeking to address, sustain, or build:
- d) Provide details on how this project will enhance all-hazards preparedness, emergency management or otherwise benefit your community (the anticipated outcomes):

e) Identify below one (or more) of the [32 FEMA Core Capabilities](#) that your project supports:

Planning		Housing	
Cybersecurity		Forensics & Attribution	
Mass Care Services		Community Resilience	
Infrastructure Systems		Critical Transportation	
Situational Assessment		Economic Recovery	
Operational Coordination		Interdiction & Disruption	
Fire Management and Suppression		Risk Management for Protection Programs & Activities	
Fatality Management Services		Health & Social Services	
Operational Communications		Natural & Cultural Resources	
Screening, Search & Detection		Physical Protective Measures	
Threats & Hazard Identification		Supply Chain Integrity & Security	
On-Scene Security, Protection & Law Enforcement		Intelligence & Information Sharing	
Public Information & Warning		Long-Term Vulnerability Reduction	
Mass Search & Rescue Operations		Access Control & Identity Verification	
Logistic & Supply Chain Management		Risk & Disaster Resilience Assessment	
Environmental Response/Health & Safety		Public Health, Healthcare, Emergency Medical Services	

f) Identify below one (or more) of the six Massachusetts State Homeland Security Strategy (SHSS) Goals that your project supports:

Engage Stakeholders to Maintain, Enhance, Formalize, and Integrate the Various Components of the Homeland Security System into a Structure that Identifies and Guides Implementation of Homeland Security Strategy.	
Increase the ability to effectively provide prompt and accurate public information and alerts.	
Protect the Commonwealth from Intentional Acts of Violence and Terrorism.	
Enhance Resilience across the Commonwealth by Preparing for & Mitigating Against Acts of Terrorism, and Natural, Technological, & Intentional Hazards.	
Increase Capacity across the Commonwealth to Effectively Respond to Acts of Terrorism, and Natural, Technological, & Intentional Hazards.	
Enhance Capacity across the Commonwealth to Recover from Acts of Terrorism, and Natural, Technological, & Intentional Hazards.	

3. Budget

Insert Community/Tribe 2018 EMPG funding amount (for Regional projects, insert the total funding amount): \$ _____

Complete Table #1 below to include all activities to be completed by June 30, 2019:

Description of Each Proposed Expenditure	AEL # (as applicable)	For Equipment, Fixed or Portable	Quantity	Total Cost
TOTAL				

As needed, complete Table #2 below to include all activities to be completed between July 1 and September 30, 2019:

Description of Each Proposed Expenditure	AEL # (as applicable)	For Equipment, Fixed or Portable	Quantity	Total Cost
TOTAL				

4. Match

a) Insert match amount (must be equal to or greater than award amount): \$_____

b) Complete the Table below as applicable:

Match Description ¹	AEL # (as applicable)	Dates match will be provided	Quantity (if applicable)	Total Match to be Provided
TOTAL				

c) Please provide confirmation that federal funds will not be used towards this match:

d) How will you document your match (invoices, cancelled check, payroll report showing breakout of EM stipend, etc.)

e) For in-kind match (e.g., volunteers), how will you determine the hourly rate and/or value of services?

¹ Please **specify** the goods/services/other item(s) that will be used as your required match. As an example: “Local EM Budget” would NOT be an adequate description; “Municipal Reverse 911 costs from January-June” WOULD be an adequate description

Application Submission Checklist

All applicants must submit the following:

- Complete Application Template must be emailed to your respective MEMA Regional Office by **9/14/18** (see page 2 for the email address)

As applicable, applicants may need to submit:

- EHP Screening Forms must be emailed with your application template to your respective MEMA Region by **9/14/18**
- ICIP forms must be emailed with your application template to your respective MEMA Region by **9/14/18**
- **For radio proposals**, please note whether the model(s) has an Advanced Encryption Standard (AES) or non-standard encryption. Radios with non-standard encryption must either have this removed or add standard encryption. In addition, a vendor price quote (that includes the radio's make and model) must be included with your ICIP.